

広報番号： Announcement No.	USNH-02-17
募集締切日： Closing Date	9 Nov 16
発行日： Date of Issue	20 Oct 16

4.募集範囲 Area of Consideration

I. ☒ 現 MLC/IHA 従業員 (部隊内)
Current MLC/IHA Employee within Activity

II. ☒ 現 MLC/IHA 従業員(通勤圏内)
Current MLC/IHA Employee in commuting distance

III. ☒ 現 MLC/IHA 従業員(全在日米軍)
Current MLC/IHA Employee Japan Wide

IV. ☒ 外部 Off Base Applicant

* Handicapped applicants may be accepted, depending on the degree and kind of disability.

8.提出するもの Application and Associated Documents

- *☒ **空席応募用紙** Application for Vacancy Announcement
- *☒ **専門職務経歴書** Resume of Specialized Work Experience
- ***の記入は Complete * in** ☐ **日本語で Japanese** ☒ **英語で English** ☐ **どちらでも Either**
- ☒ 家族/親族が在日米海軍で勤務している方は、『親族に関する質問表』
If you have any family/relatives who work at U.S. Navy base/facility in Japan, "Questionnaire on Relatives"
上記書式は以下の URL よりダウンロードできます。 The above forms can be downloaded from;
http://www.cnmc.navy.mil/regions/cnrj/om/human_resources/MLC_IHA_HPT_JN_Forms.html
- ☐ 運転免許証の写し Copy of Driver's License
- ☐ 修了証/証明書の写し Copy of Certificate
- ☒ 英語の能力を証明するものの写し。TOEIC, TOEFL, CASEC, 英検のみを有効な証明書として受け付けます。
(現/前基地従業員は ALCPT も可) その他の証明書、及び英語能力に関する自己申告は不可となります。英語を日常言語とする方も上記証明書の提出が必要です。
Certificate of English Proficiency. Only TOEIC, TOEFL, CASEC, and EIKEN certificates are accepted as English Proficiency Test (EPT) certificate. (ALCPT certificate is acceptable for current/former USFJ employees.) Other EPT certificates or self-statement on English proficiency will not be accepted. The same applies to those whose native language is English.
- ☒ 82 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cm x 23.5cm)
12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and a 82 yen stamp (MPS is unacceptable.)
- ☒ 日本国籍以外の方は、在留カード (両面) 及びパスポートのコピー For non-Japanese citizen applicant, copy of Residence Card (front & back) and Passport
- ☒ DD-214 Copy (Member-4 copy) only for former U.S. military personnel.

9. 応募書類提出先 Office to Submit

内部応募者 (現 MLC/IHA 従業員) と外部応募者 (非従業員) では、応募書類提出先が違います。上記必要提出物をお間違えの無い様、郵送/提出して下さい。募集締切日必着。 Office to submit job application documents is different for Current MLC/IHA Employees versus Off Base Applicants. Please ensure to submit required application documents to the right office. Applications must be received by the closing date of the Vacancy Announcement.

(注意) 上記項目 4 番の "募集範囲" が現 MLC/IHA 従業員の場合、外部応募者 (非従業員) からの応募書類は無効となりますのでご注意ください。 When item #4, "Area of Consideration" above shows "Current MLC/IHA employees" only, Off Base Applicants will be rated ineligible.

1. 内部応募者 (現 MLC/IHA 従業員) 提出先 (米海軍横須賀基地日本人雇用課 (HRO)) :

Current MLC/IHA Employees must submit to (Human Resources Office (HRO), Yokosuka Navy Base):

〒238-0001	〒238-0001
神奈川県横須賀市泊町 1 番地	1 Banchi Tomari-cho, Yokosuka
PSC 473 BOX 22 CNRJ HRO N132	PSC 473 BOX 22 CNRJ HRO N132
内線/Extension 243-8152	

米海軍横須賀基地正門左手前事務所 1 階、日本人空席広報掲示板の下に壁に内部応募者用の「空席応募提出箱」が設置してあります。毎日午前 0600 時より、午後 0600 時までこの箱への応募書類の提出が可能です。

Job Application Drop Box is available for submission of job application documents from 0600 to 1800 daily, which is installed to the wall immediately below the JN Vacancy Announcement Bulletin Board (1st fl.) in the office located on the left side of the main gate to the Yokosuka Navy Base.

2. 外部応募者 (非従業員) 提出先 :

〒238-0011
神奈川県横須賀市米が浜通 1-6 村瀬ビル 4 階
(独)駐留軍等労働者労務管理機構横須賀支部 (LMO/IAA)
管理第一係
電話番号 Phone 046-828-6959

Off Base Applicants must submit to:

〒238-0011
Murase-Bldg. 4F, 1-6 Yonegahama-dori, Yokosuka
Yokosuka Branch of LMO/IAA
Management #1 Section

受付時間 : 月曜—金曜、0830-1730 時 (日本の祭日を除く)。雇用条件等のご質問はこちらにお問い合わせ下さい。 Operating Hours: Mon-Fri, 0830-1730 (Closed on Japanese Holidays) . Please contact LMO/IAA for questions on conditions of employment.

10. 事務処理欄 For Official Use

募集部隊担当 Activity POC : Civilian Personnel Liaison for MLC

軍電 (DSN) 243-8652

PD No.: USNH-10D1-008

PD is accurate and current. Certified by Activity: mk

HRO: (rcvd 10/18)
kw

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be considered.
提出された応募書類はお返ししません。 Submitted applications will not be returned.

職務で必要とされる語学能力級（LPL）レベルは下記をご覧ください。

Please see the below for the English Language Proficiency Level (LPL) required of the position:

LPL 語学能力級	<u>TOEIC</u>	<u>ALCPT</u>	<u>TOEFL (PBT)</u> Paper Based Test	<u>TOEFL (CBT)</u> Computer Based Test	<u>TOEFL (iBT)</u> Internet Based Test	<u>CASEC</u>	<u>EIKEN</u> 英検
4 – Exceptional Proficiency 特段の能力を要する	860 ~ 990	NA	600 ~	250 ~	100 ~	NA	1st
3 – Fluent proficiency 流ちょうな能力を要する	730 ~ 859	90 ~ 100	550 ~ 599	210 ~ 249	80 ~ 99	870 ~	Pre-1st
2 – Average proficiency 平均的な能力を要する	550 ~ 729	75 ~ 89	460 ~ 549	140 ~ 209	50 ~ 79	560 ~ 869	2nd
1 – Elementary proficiency 初歩的な能力を要する	400 ~ 549	65 ~ 74	430 ~ 459	120 ~ 139	40 ~ 49	475 ~ 559	Pre-2nd
Pre-1 – Minimal proficiency (準1級) 最小限の能力を要する	350 ~ 399	40 ~ 64	NA	NA	NA	NA	3rd
0 – No language proficiency 語学能力を要さない							

PRIVACY ACT STATEMENT 個人情報保護について

AUTHORITY: Executive Order 10450, 9397; and Japan Law Concerning Protection of Personal Information (Law No. 57 of 2003).

法令: 米国行政命令 10450, 9397 ; 及び 日本法・個人情報の保護に関する法律（平成15年法律第五十七号）

PRINCIPAL PURPOSES: To record Personal Information for the purposes of executing the business operations of the U.S. Forces, Japan and protection of human life, safety and property, NOTE: Records will be securely maintained in either an electronic or paper form.

主目的: 人間の生命、安全、財産の保護と在日米軍の業務の遂行を目的として、個人情報を記録する為。

注記: 記録は電子書式、もしくは書面にて厳重に保管されます。

ROUTINE USES: To maintain Personal Data accurately with the most up-to-date content to the extent necessary to achieve the stated Principal Purposes.

利用目的: 主目的の達成に必要な、最新で正確な個人情報を維持する為。

DISCLOSURE: Disclosure of this information is voluntary; however, failure to provide the requested information may impede, delay or prevent further processing of administrative actions.

情報開示: 個人情報の開示は任意ですが、要求された情報を提供しなかった場合、その後の手続きの妨げ、遅れ、あるいは中断となる事があります。

Central Sterile Processing Technician:

1. Collects used supplies and equipment from Instrument collection room and brings it to the Decontamination Area in the Sterile Processing Department in a way that avoids contamination of personnel or any area of the hospital. Equipment should be covered and supplies should be moved in covered carts, closed totes or containers, or closed plastic bags. Sorts mismatched sets of instruments, trays, and dental/medical equipment and makes them available to sterile processing customers in a timely manner. Maintains and is responsible organization, cleanliness, and structure of instrument collection room (10%)
2. Wash equipment, instruments, and trays as needed per Standard Operating Procedures using the appropriate detergent and equipment. (10%)
3. Inspects all cleaned instruments before being packaged for reuse or storage. Critically inspects tray locks, serrations, and crevices for cleanliness. Checks hinged instruments such as clamps, forceps for stiffness and alignment of jaws and teeth. Checks if tips are properly aligned, jaws perfectly meeting, joints moving easily and if ratchets closes easily and holds firmly. Inspects any instruments with pins or screws making sure they are intact. Checks plated instruments making sure there are no chips to avoid harboring soil, damage tissue and rubber gloves. Checks worn sports to avoid rust during autoclaving. Checks instruments with cutting edges such as scissors, rongeurs, chisels, curettes, etc., for sharpness making sure there are no dull spots, chips, or dents. Checks dental burs for corrosion and need for replacement. If burs need to be replaced, disposes it in a sharps container. If any problems are noticed during the inspection process, cleans again the instrument or sent for repair depending on the problem observed. (10%)
4. Packages instruments and other items prepared for sterilization maintaining sterility to the point of use. The materials and techniques used for packaging must allow the sterilant to contact the device during the sterilization process as well as to protect the device from contamination during storage and handling before it is used. The time between sterilization and use may range from a few minutes to several weeks to many months. The packaging material selected must also permit the device to be removed aseptically. (20%)
5. Decontaminates and sterilizes instruments, dental and medical supplies and equipment, and assemblies, wraps and sterilizes trays of instruments. Follows proper Standard Precautions while in decontamination and sterilization areas. (15%)
6. Monitors the following for quality assurance:
 - a. Decontaminating, terminally sterilizing, and cleaning all reusable items; disposing of disposable items.
 - b. Packaging and labeling of items.
 - c. Loading and unloading the sterilizer.
 - d. Operating the sterilizer.
 - e. Monitoring and maintaining records of each cycle.
 - f. Adhering to safety precautions and preventive maintenance protocol.
 - g. Storing of sterile items.
 - h. Handling sterile items ready for use.
 - i. Making sterile transfer to a sterile field.

Monitors and ensure appropriate sterilization, by monitoring appropriate Mechanical, Chemical, and Biological indicators to ensure a positive assurance that sterilization conditions have been achieved. (15%)

7. Assists with maintaining established departmental policies and procedures, objectives, and quality improvement, safety, and environmental and infection control standards. Ensures the appropriate documentation is completed as indicated by department policies. Restocks, labels, and maintains inventory, submits requisitions, collects and distributes instruments, trays, crash carts, and facility medical equipment.

Performs environmental maintenance duties and assists in maintaining inventory levels in sterile processing, the dental clean room, and in equipment storage areas. (5%)

8. Returns packaged clean and sterilized instruments, equipment, and trays to dental clean instrument room and sorts them into appropriate locations within dental clean instrument room. Maintains and is responsible for organization, cleanliness, and structure of clean dental instrument room (10%).

9. Performs other related or incidental duties as assigned. (5%)

Requirements:

- Able to attend the annual dental OSAP conference at least one time every two years.
- Possess proficient communicative, auditory, and visual skills.
- Attention to detail and possess ability to write legibly.
- Ability to sit/stand for prolonged periods, frequent walking and reaching (overhead, extensive, repetitive).
- Ability to lift items up to 10 pounds and push or pull up to 120 pounds with an assistance of a cart.
- Knowledge of various types of dental packs, to include endodontics, oral surgery, orthodontics, periodontics, general dentistry, and dental hygiene.
- May be exposed to fumes, chemicals, cold, noise, radiation, blood/body fluids, and infectious diseases.
- Must be comfortable reading and speaking English to military leadership
- Required to train military personnel to become proficient to work in SPD. Training must be documented appropriately.
- Must have appropriate interpersonal skills

Attire:

Personnel working in the decontamination area must wear protective clothing, which includes a scrub uniform covered by a moisture-resistant barrier, shoe covers, rubber or plastic gloves, and a hair covering. During manual cleaning processes, when splashing can occur, safety goggles and a face mask must be worn.